

NATIONAL WEATHER SERVICE INSTRUCTION 1-204

March 30, 2015

**Administration and Management NWSPD 1-2
Delegation of Authority**

DELEGATION OF AUTHORITY FOR TRAVEL

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>

OPR: BF&E / OCFO (M. Lovern)

Certified by: CFO (J.Potts)

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SUMMARY OF REVISIONS: This instruction supersedes NWSI 1-204, “*Delegation of Authority for Travel*,” dated January 19, 2004.

Changes include removal of the following positions as authorizing officials for foreign travel on page 3.

Chief Financial Officer/Chief Administrative Officer (CFO/CAO)

Chief Information Officer (CIO)

Directors NWS Financial Management Centers (FMCs)

Director of the Office of Strategic Planning and Policy, NWS

Signed

John E Potts,
Chief Financial Officer/Chief
Administrative Officer

03/30/2015

Date

Delegations of Authority for Travel

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1. Introduction: This directive prescribes delegation of authority for domestic, foreign and permanent change of station travel for the National Weather Service (NWS). Special circumstance travel such as Invitational Travel and Actual Expense Travel is addressed in item 3. This directive documents delegations for all types of travel as specified in the NOAA Travel Handbook and Federal Travel Regulations.
2. Authorizing Officials: An authorizing official has the authority to authorize the obligation of funding and approve the travel itself as being in support of the NWS mission. An approving official has the authority to approve travel vouchers after the initial travel has been authorized.

4. Special Circumstance Travel: Certain types of travel require approval by a level higher than the normal authorizing official. For domestic group travel, memoranda of request for groups of twenty or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be approved by the Deputy Under Secretary of NOAA or their designee. For foreign group travel, memoranda of request for groups of ten or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Deputy Under Secretary or their designee. Refer to the DOC and NOAA Travel Handbook, and Federal Travel Regulations for more detailed information. Group travel requests must be submitted to the NWS Comptroller Division for consolidation and forwarding for NOAA level approval. Specific guidance for group travel is provided quarterly by the Comptroller Division.
5. Approval of Travel Vouchers: Generally, the approval of travel vouchers is delegated to the supervisor of record. This approval is contingent on the authorization of the travel order by an official listed in the table above.